

DEPUTY FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of departmental operations under the direction of the Fire Chief. An employee of this class performs the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief responds to fire alarms and emergency calls, directs emergency scene activities and manages the supervision of subordinate fire department personnel. The incumbent of this class assists the Fire Chief with administrative duties such as preparing the operating budget, conducting research into laws affecting the fire service and maintaining department equipment, vehicles and property. The Deputy Fire Chief works with a high degree of independence, reporting to and having work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the Chief's absence. Recommends and implements management goals, objectives, and policies for the department. Works with the Fire Chief to determine how the department should be organized, including the number of operating units and distribution of such units. Plans and organizes operations related to department personnel, equipment and apparatus. Participates in the research and planning for programs and activities of the department. Keeps informed on modern fire fighting techniques, administrative practices, proposed legislation and other developments that may affect the fire service. Attends meetings required by the local governing authority to give reports on fire department activities, offer advice or make recommendations. Monitors and evaluates local conditions which may become hazards. Recommends changes in department operations that will help the city obtain favorable ISO/PIAL ratings.

Participates in the development of a personnel recruitment and selection program, interviewing and recommending prospective employees for hire. Manages the supervision of all fire suppression personnel as well as positions including Fire Prevention Officer and Fire Training/Safety Officer. Supervises the assignment of duty areas and the scheduling of personnel; approves leave. Oversees and evaluates the work performance of department employees. Discusses work performance with subordinates

and superiors; writes employee evaluation reports. Conducts inspections of department operations, the appearance of fire personnel and the condition of assigned equipment. Evaluates the results of such inspections and takes appropriate action to correct or improve problem areas. Holds meetings with subordinate personnel in order to receive reports, provide information or delegate authority for the effective operation of the department. Provides that discipline is maintained by counseling employees who are experiencing work problems, by recommending discipline or by taking any other action deemed necessary. Promotes harmony by working to resolve employee grievances. Investigates all accidents and complaints involving department equipment or personnel, and makes recommendations.

Assists in the preparation of the departmental operating budget by helping to gather, compile and organize the necessary data. Prepares expenditure estimates and authorizes the expenditure of funds, making sure that such purchases are in accordance with the budget. Assists the Fire Chief in writing requests for grants or other special funds to aid in the operation of the fire service. Provides for the maintenance of all departmental records such as personnel and payroll records, records of activity, inventory records, or any other required. Periodically inspects record-keeping systems and facilities. Reads correspondence addressed to the fire department and determines action to be taken. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Supervises the preparation of departmental records; reviews reports written by subordinates. Personally completes all forms and records assigned. Writes reports, letters or news articles to document the activities of the department; oversees the release of information to the news media.

Oversees the general care and maintenance of firefighting apparatus and equipment, department vehicles, stations, grounds, and communications or other specialized equipment. Directs the testing of department equipment to ensure compliance with all federal, state and local standards. Researches the best methods of handling specific fire department maintenance tasks. Arranges for needed repairs and inspects equipment after repairs to check that repairs were properly accomplished. Writes specifications for new fire department equipment, and prepares them for public bids. Reviews products with sales representatives and makes recommendations on major purchases for the department. Maintains inventory, orders and distributes department supplies and equipment.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Ensures communication and coordination is maintained between fireground personnel and other authorized agencies. Oversees the activities of subordinate employees at the scene and directs operations in different areas as needed. Takes charge of all safety procedures at the scene of a fire or emergency and provides guidance in technical areas of fireground operations.

Responds to and directs emergency scenes involving hazardous materials. Oversees the collection and labeling of arson evidence at the scene. Ensures the fire scene is secured to prevent the removal or damage of evidence of suspected arson; Works with arson investigation personnel to determine the causes, origins, and circumstances of fires occurring within the jurisdiction; testifies in court when required. Directs the inspection of buildings to determine the existence of potential fire hazards and recommends changes or additions to fire prevention codes.

Oversees employees who inform the public and answer questions about the work of the fire department by means of talks, demonstrations, or distribution of literature to schools, civic groups, or concerned citizens. Conducts surveys on questions or problems related to the fire service. Organizes and analyzes such information, and makes recommendations for changes in policy or procedure based on the data collected. Oversees special projects related to public relations or the image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Participates in conferences, conventions and other educational meetings. Studies new laws, regulations, ordinances and court rulings relating to fire department operations to determine if policy changes are needed. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Applicants for the Deputy Fire Chief exam shall have not less than seven (7) years of full-time fire service experience with the DeRidder Fire Department.

Applicant must be a current member of the DeRidder Fire Department.